



Series 300 Support Service	Effective Date	Review Date Annually	Directive Number 305.2
Chapter 305 - Detention Management and Operations			
Reviewing Office Office of Civil Rights			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised
References CALEA: 82.3.7			

DETAINEE REGISTRATION

305.2 - 1 PURPOSE

To establish guidelines and procedures for the registration (e.g., Detainee Input Sheet, arrest book, and criminal record check) of detainees in the custody of the Detroit Police Department (DPD).

305.2 - 2 POLICY

It is the policy of the DPD that:

- All detainees in the custody of the DPD are registered in an expeditious, consistent and standardized manner, so that they may be arraigned, transferred, bonded, or otherwise processed without unnecessary delay;
- All detainees in DPD custody with warrants issued by a city of Detroit court shall have those holds cleared by presenting the detainee to the court from which the warrant was issued or by the setting and posting of bond, where applicable. The fact that an arrestee has not been arraigned or charged on the current arrest shall not delay this process;
- All warrants shall be documented, including the time each warrant was identified and the time each warrant was cleared; and
- All city of Detroit Warrants that are not cleared within forty-eight (48) hours shall be documented on the Warrant Tracking Hold form UF-004/UF-007 form on a daily basis.

305.2 - 3 Definitions

305.2- 3.1 Charge(s)

1. Initial Charge(s) - apply to warrantless arrest(s) crimes that will be assigned to an Investigative Unit. An initial charge involves final charging dispositions.
2. Final Charge(s) are determined two ways: 1) A warrant is obtained from the initial charge, then the exact charges are listed here, i.e. Initial Charge: PSMV/ Final Charge: R&C 0/1000/habitual; and 2) When a detainee is arrested on an outstanding warrant(s), parole violation, probation violation, and bondable misdemeanors that are not assigned to an investigative unit.

305.2- 3.2 Cleared

Presenting the detainee to the court (live or video) from which the warrant was issued or by the setting and posting of bond where applicable.

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Any outstanding charge(s) or warrant(s) other than those which serve as the predicate for the current arrest.

305.2 - 4 Registering Detainees**305.2- 4.1 Cellblock Desk Blotter**

1. All holding facilities shall maintain a Cellblock Desk Blotter.
2. The Cellblock Desk Blotter shall contain the date and time of the detainee's entry into the holding cell, the detainee's name (including aliases), date of birth, age, sex, race, and address; offense for which arrested; and name, badge number and district/precinct of the arresting member.
3. The Cellblock Desk Blotter shall contain the date and time a detainee is sent to the hospital for medical attention, the conveying officers, and if any prisoner property/medication is transported.
4. Any circumstances that may delay the detainee's arraignment process shall be entered (i.e., power failure, judge sending detainee back to the station, etc.).
5. When a detainee is released the central booking number; money and personal property of detainee; Tamper-Evident Envelope (TEE) number; identification clearance number; disposition of detainee; and, date and time of disposition.

305.2- 4.2 Arrest Book

1. All Detroit Police Department holding facilities shall maintain an Arrest Book.
2. The Arrest Book shall contain the date, time, and location of arrest; detainee's name (including aliases), date of birth, age, sex, race and address; offense for which arrested; name, badge number and district/precinct of which the arresting member is assigned; central booking number; officer-in-charge (OIC) at time of arrest; money and personal property of detainee; Tamper-Evident Envelope (TEE) number; identification clearance number; disposition of detainee; and, date and time of disposition.
3. All Arrest Book entries for females arrested and registered in a district/precinct shall be made in red ink.
4. Juveniles shall not be entered in the Arrest Book; however, the cellblock supervisor (CBS) shall make the appropriate desk blotter entry.
5. The CBS shall ensure that once an identification clearance number is obtained from Records and Identification, indicating also whether the detainee is wanted (WTD) or not wanted (N/W); the number is entered in the Arrest Book. If there is no previous identification clearance number, the word "new" shall be entered in the Arrest Book on the line designated for the identification clearance number.
6. When a detainee is final charged from the initial charge(s) to a new or different charge, the information shall be re-entered in the Arrest Book under the original date of arrest and the word "re-registered" in red ink inserted into the disposition column.

305.2 Detainee Registration**305.2- 4.3 Detainee Input Sheet (D.I.S.)**

1. The Detainee Input Sheet (DIS), DPD 667, shall be prepared for all persons in the custody of this department, including juveniles.
2. The DIS form shall be typed or printed in blue or black ink, with the name of the registering member, signed in blue or black ink.
3. The Cellblock Supervisor (CBS) shall ensure that the required detainee information is entered from the DIS into the Livescan computer terminal. A central booking number must be obtained for the detainee. The number is issued through the computer at the time the detainee information is entered into the Livescan computer terminal.
4. The CBS shall ensure that all DIS forms are complete and accurate.
5. Members shall adhere to the "Guidelines for the Detainee Input Sheet," located on the Department's Intranet forms page, under "Holding Cell Forms or Logs."

305.2 - 5 Criminal Record Check

1. When detainee information is entered into the computer terminal, the Law Enforcement Information Network (LEIN) and the National Crime Information Center (NCIC) systems are automatically checked. When the central booking number is returned by the computer, there also should be a return on the LEIN/NCIC inquiry, indicating that either the detainee is wanted or not wanted. When the response is obtained, an entry shall be entered on the CRISNET report giving the status of the return (e.g., positive or negative).
2. A positive response shall show a "hold for warrant number" or "hold for investigation." Felony warrant holds are more serious than any misdemeanor charge. Charges emanating from the 36th District Court, Criminal Division or 3rd Circuit Court normally take precedence over pending 36th District Court, Traffic and Ordinance Division charges. If a computer-hit printout provides a fingerprint classification, the detainee's fingerprints and the computer-hit printout shall be provided to Identification for comparison.
3. If the inquiry reveals that there are no outstanding warrants pending against the detainee, the officer-in-charge (OIC) of the district/precinct station desk or the cellblock supervisor (CBS) shall ensure that the detainee is registered on the charge for which the detainee was originally detained.

305.2- 5.1 Verifying Outstanding Warrants

1. No person arrested on a warrant or capias shall be held on information received from LEIN until verification has been obtained within a reasonable time. Warrants for violation of felony probation may be verified by calling the originating agency;
2. Positive responses on traffic warrants shall be verified by calling the appropriate entity. The name of the confirming member shall be entered in the appropriate box on the DIS form and on the appropriate line of the CRISNET report;
3. Positive responses, for other than traffic warrants, shall be verified by calling the Message Center at Communications Operations. The warrant number shall be entered in the box marked "Holds/Warrants" in section 2 on the DIS form and on

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the appropriate line of the CRISNET report or a CRISNET report shall be generated on the information obtained.

305.2- 5.2 Arrest Classifications

Arrests shall be classified according to the nature of the arrest. The three possible classifications are: felony, misdemeanor, or circuit court misdemeanor (treated as a felony). The following arrests require special attention to avoid misclassification:

Violation of Probation/Parole: When a person is arrested for violation of parole or on a warrant for violation of probation, the type of arrest (felony or misdemeanor) indicated shall correspond with the type of offense (felony or misdemeanor), for which the person was originally sentenced;

Disorderly Conduct: When registering a detainee for violating the Disorderly Conduct Ordinance, the final charge shall include the specific provision of the ordinance which was violated. (e.g., if the offense for which the person was arrested is "loitering in a place of illegal occupation," it shall be stated specifically whether such place is a blind pig, gaming place, a place where narcotics are kept or sold, or a house of prostitution, as there are different classifications for these charges);

Fugitives: The arrest classification for fugitives arrested on an extraditable offense shall be a felony. Fugitives arrested within the state shall be registered using "fugitive" as the charge.

Federal offense: The classification for all persons arrested and charged with a federal offense is a felony;

Violation of Injunction: Persons arrested for violation of an injunction, shall be charged with "Violation of Injunction." The name of the judge issuing the injunction shall be entered into the space marked "Other Officers Involved."

305.2- 5.3 Distribution of the DIS

1. The original DIS form shall remain where the detainee is housed in the detainee's file folder until the DPD or a court makes a final disposition in accordance with the department's record retention policy of ten (10) years.
2. Copies of the DIS form can be forwarded to the releasing specialized commands, court, or other requesting entities.
3. A copy of the DIS form shall be forwarded to Records and Identification for any warrants that are not sought (e.g., complainant refuses to prosecute or no case if filed).

305.2 - 6 Additional Charges on Detainees**305.2- 6.1 Identifying**

1. There are four ways that a detainee may have a hold placed on him or her:

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- a. If the detainee was arrested for multiple charges;
 - b. An outstanding warrant or capias has been identified by entering the detainee's information into the LEIN system during the booking process. The warrant and/or capias must be verified by either telephoning the agency that entered the warrant information into the LEIN system or by sending that agency a LEIN message and receiving a response that the warrant or capias is still in effect;
 - c. If the detainee's fingerprint identification check reveals additional charges; or
 - d. If, after the detainee's arrest, a member of this department or an outside law enforcement agency places additional charges on the detainee.
2. The cellblock supervisor (CBS) is responsible for ensuring that all holds are placed on a detainee's DIS form.
3. All detainees in DPD custody and who have holds issued by a city of Detroit court shall have those holds cleared within forty-eight (48) hours by presenting the detainee to the court from which the warrant was issued or by the setting and posting of bond where applicable. The OIC of the desk is responsible for the clearing of traffic holds (e.g., cash or personal bond) in appropriate situations (e.g., instances where the detainee faces a more serious state charge). The fact that an arrestee has not been arraigned or charged on the current arrest shall not delay this process.

305.2- 6.2 Documenting Holds

1. The OIC or CBS shall instruct the clerk or LEIN operator to place a hold on a detainee by notating in section two (2) on the DIS form, along with the date discovered, military time the hold was discovered, and the agency or command notifying the member. Each DIS form shall be checked for holds placed on the detainees in custody.
2. The agency for whom the detainee has a "Hold" (e.g., 3rd Circuit, FOC, MDOC), and the DPD "Holds" are documented to ensure clarity in the following manner, the person's district, command, or department, such as "Sergeant Brown, #5, I.O.U." or "Prob. Dept., Brown."
3. In cases where a detainee has been registered on an initial charge with a "HOLD" for a charge discovered through the criminal records check and no court case can be developed on the initial charge, the detainee shall be processed on the "HOLD" as a final charge;
4. If there are multiple initial charges on a detainee, Identification must be notified when all of the initial charges are not sustained as final charges. A copy of the DIS form and the Arrest Records Return Information Form (DPD 191) shall be forwarded to Identification.
5. Members shall not place a "HOLD" on a detainee for a lesser but included offense, or an added traffic offense such as "Reckless Driving/HOLD for N.O.P.," unless a warrant exists.
6. When more than one "HOLD" is placed on a defendant and additional writing space is needed, the page two (2) of the DIS form shall be prepared and stapled to page one (1).
7. Additional DIS form pages will be cross-referenced in section two (2) by indicating the number of pages and the total.

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1. If the current arrest is based on a traffic or miscellaneous violation, the OIC of the desk shall be responsible for documenting all city of Detroit warrants placed on any detainee; including the time each warrant was identified and cleared, by completing section two (2) on the DIS form.
2. The OIC of the desk is responsible for documenting any city of Detroit warrant(s) that were not processed within forty-eight (48) hours from the time of discovery, by checking the "yes" box in section two (2) of the "Hold UF-004/UF-007" column on the DIS form. The OIC of the desk shall notify and forward to the officer-in-charge of the case a copy of the DIS form.
3. If the current arrest is based on an offense that will be assigned to a DPD investigative command, the OIC of the case shall be responsible for completing the Warrant Tracking Hold form UF-004/UF-007.
4. No detainee shall be sent to 36th District Court, Traffic and Ordinance Division with an initial charge for a high misdemeanor (93 day), circuit court misdemeanor, or felony.
5. If a detainee has a felony, high misdemeanor or circuit court misdemeanor initial charge, the fact that he/she has a "HOLD" for any charges emanating from the 36th District Court, Traffic and Ordinance Division or a traffic warrant from any other jurisdiction, shall not delay the arraignment process. The detainee shall be allowed to post bond and the "HOLD" shall be cleared. In the event that the detainee is unable to post bond, the OIC of the desk shall issue a personal bond or interim bond, provide the detainee with a court date for the traffic warrant charge (s), and arraign the detainee on the felony, high misdemeanor or circuit court misdemeanor initial charge.
6. In the event that the detainee has a warrant for a high misdemeanor (93 day) charge, from any city of Detroit court, the felony arraignment shall not be delayed. However, after the detainee is arraigned on the felony charge(s), the unit or jurisdiction holding the 93 day misdemeanor warrant shall be contacted for a disposition.
7. If a more serious crime is discovered for a detainee held on a charge for a traffic or miscellaneous ordinance offense, the detainee shall be reprocessed (Livescan fingerprinted and photographed) on the more serious charge and it shall be documented on the DIS form as an initial charge.
8. A detainee who is to be returned to prison or remanded to a psychiatric institution shall not be transferred to the 36th District Court, Traffic and Ordinance Division, on a warrant for a traffic offense. The detainee shall be advised on the warrant charge(s) and the proper discourse for follow up on charges upon release.

305.2- 6.4 Commander's Review Report

1. The commander of the district/precinct and, if applicable, of the specialized command shall review each instance in which a hold is not cleared within forty-eight (48) hours or when an arrestee is not presented for prompt judicial review within forty-eight (48) hours on a daily basis. All reported EXCEPTIONS of this

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department's hold policy shall be reviewed on the Commander's Daily Review Report (UF-60), which is on the bottom portion of the Warrant Tracking Hold form UF-004/UF-007.

2. The commander of the district/ precinct and, if applicable, the commanding officer of a specialized command shall review in writing all reported decisions not to seek a warrant within seven (7) days of reporting the decision on the Warrant Tracking Hold form (UF-004/UF-007). All reported decisions shall be reviewed on the Commanders Daily Review Report (UF-59), which is on the bottom portion of the Warrant Tracking Hold form UF-004/UF-007.
3. The commander of the district/ precinct and, if applicable, the commanding officer of a specialized command shall review in writing all reported EXCEPTIONS to the arrest policy on a daily basis. All reported exceptions shall be reviewed on the Commanders Daily Review Report (UF-59), which is on the bottom portion of the Review of Arrest Exception UF-001.
4. The commander of the district/ precinct and, if applicable, the commanding officer of a specialized command shall review in writing all reported violations to the privilege restrictions policy on a daily basis. All reported violations shall be reviewed on the Commanders Daily Review Report (UF-60), which is on the bottom portion of the Privilege Restriction form DPD700/UF-008.
5. The commander of the district/ precinct and, if applicable, the commanding officer of a specialized command shall review in writing all detention of material witnesses with court orders. All reported detentions of material witnesses with court orders shall be reviewed on the Commanders Daily Review Report (UF-60), which is on the bottom portion of the Detention of Material Witness form UF-006.
6. The commander's review shall include a written evaluation of the actions taken to correct the exception and whether any corrective or non-disciplinary action was taken.

305.2 - 7 Fingerprinting

Refer to Directive 305.9 – Fingerprinting and Identification of Detainees

305.2 - 8 Digitized Mugging (Photographing)

Refer to Directive 305.9 – Fingerprinting and Identification of Detainees

Related Policies:

- Directive 305.1 – Detainee Intake/Assessment
- Directive 305.3 – Detainee Property
- Directive 305.4 – Holding Cell Areas
- Directive 305.5 – Detainee Health Care
- Directive 305.6 – Detainee Bonding
- Directive 305.7 – Detainee Transportation
- Directive 403.2 – Infectious Disease Control

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Related Forms:

- Arrest Records Return Information Form (DPD 191)
- Detainee Input Sheet (DIS) (DPD 667)
- Guidelines to Detainee Input Sheet
- Warrant Tracking Hold form (UF-004/UF-007)